

COMPUTER FUNDAMENTALS

COMPUTER APPRECIATION FOR BEGINNERS

INTRODUCTION

There are two key words involved in this study. And for better understanding, we shall be looking at them closely.

- a) **COMPUTER:** Computer could be defined as an electronic device which stores information on the high density disk (HDD), for instance, processes it and produces information as required from the data on the disk.
- b) **APPRECIATION:** It could be defined as proper understanding and recognition of or judgment and valuation of something or somebody.

DEFINITION

Therefore, computer Appreciation could be defined as the act of getting proper understanding and recognition of the Computer System in order to give right judgment and valuation of it as well as maximize its utility.

DATA

This is defined as information prepared for and operated on a computer program. Therefore, data are unprocessed raw material.

INFORMATION

This means something told, news or knowledge. Therefore, the information produced from the data on the hard disk becomes the end product. **PARTS OF COMPUTER:** The Computer can be divided into two major parts, viz, **Hardware** and **Software**.

What is computer?

Computer is an electronic device or machine which accepts data, process it and send the output to the screen.

OR

Computer is any machine or device which, under the control of a stored program, can accept data in a prescribed form, process the data, and supply the results as

information in a specified form.

Functional Part of Computer

INPUT DEVICE

An input device accepts data from the outside and convert it to electronic form that computer understands. **Examples are:**

- **Keyboard:** It has a layout similar to that of a typewriter, but has several extra keys, it is the most widely used input device. It allows passing information to the computer, by typing in letters and commands on the keyboard.
- **Mouse:** A mouse is a hand operating device which is used to Point and Click items or command objects. A mouse is used with special programs which translates the mouse movements to corresponding actions on the screen. The mouse is useful in two ways. The first is to move the cursor on the text and second one is to select what you want the computer to do next.
- **Touch screen:** When it is touched, it senses where is touched, then the user can touch the exact task on the screen and the computer carries out the process.
- **Scanner:** This is also an input device that is used to scan documents or pictures into the computer.
- **Digital camera/ Phones:** These can accept the likes of pictures, audios, videos etc. Phone can serve as both input and output device.

OUTPUT DEVICE

An output device does the opposite of the input device, it converts data from an electronic form inside the computer to a form that can be accepted outside the computer. **Example includes**

- **Monitor:** It is like a television which display visuals on it. But actually they work differently. It allows us to see the result of the work or command we gave the computer to perform.
- **Printers:** They are very essential part of the computer because they allow performing the hard copies of our outputs. i.e. Permanent print out on papers.
- **Speakers:** It's an output device that allows listening to sounds from the computer

THE MONITOR (VDU)

The Monitor is also known as the visual Display Unit (YOU). It has been presented in two forms namely, the Cathode Ray Tube and the Liquid Crystal Display. The monitor comes in different sizes such as 14" - 17" out-to-out. The picture quality of a monitor is presented as resolution. The picture becomes clearer when resolution is higher. A typical 17' monitor has

about 1280 resolution. Cathode Ray Tube: the cathode ray tube monitors work with the same principle as your Television. It can present pictures in black and white or colours.

The black and white monitors are known as Monochrome while the colour ones are known as video graphic array (VGA) and super video graphic array (SYGA). The SYGA has higher colour palette and resolution, hence, better picture quality than both VGA and MONOCHROME.

Besides the Cathode Ray Tube, is the Liquid Crystal Display (LCD). It does not use electron gun as the other one. Texts and pictures are made visible via backlight which shines through pixel is made up of the primary colours-red, green and blue. Laptop computers have LCDs. Your cell phones and calculators also use LEDs. The chamber in each pixel must be well opened and in the proper proportion to produce the correct brightness and colour. LCDs use less amount of current than CRT, hence its use of DC voltage.

The keyboard:

The first input device for the PC was the keyboard. It has about one hundred and six keys and is grouped into five groups thus;

- Alphanumeric keys (A-Z, 0-9)
 - Number keys (home, cursor keys, end etc.
 - Numeric keypad
 - Function keys _F1 - F12)
 - Editing keys (enter, space bar, backspace, caps lock, insert, ctrl, shift, alt)

Data is transferred to the PC via short cable with a circular 6-pin Mini-din connector that plugs into the back of the motherboard. However, some keyboards plug into the keyboard port. This is made possible by Radio Frequency (RF) or Infrared (IR)

The Mouse:

The mouse is a control device that controls the pointer or cursor on your computer screen. It is housed in a palm-sized case. The arrow moves on the computer screen

to your desired object or icon in consonant with the movement of your mouse. Using the mouse can really eliminate many keyboard strokes. To move the cursor with the mouse, place the pointer where you want the cursor to appear and click the mouse.

The Printer

A printer is a device designed to print your computer generated documents onto paper (that is hard copy). Printers vary in their quality, speed, graphics capabilities, fonts, and even paper usage. Dot matrix, ink jet, Lexmark and Desk jet are good examples of printers.

The quality of their print quality depends on their dots per inch (DPI). The more the DPI, the better the quality and the easier to read it become. The Laser jet has about 600dpi.

The Scanner:

The scanner also works with laser optic technology. It takes a photographic impression of your documents and transfers it into the computer. The earlier scanners are hand held, but the modern ones are flatbed. They can stay on top of the desk. Scanned images are sometimes edited in the computer, as you observe with the monitor. You may want to send a typed letter or your picture to a friend overseas. You can do that over the internet, using the scanner.

Audio Devices:

Speakers and headphones are the primary audio output devices for a PC. Most PCs have small speakers connected to the motherboard for producing small sounds and error beeps. Some monitors have speakers built into their sides. Other speakers are free standing.

MEMORY

The memory is used to store data temporarily prior to or during processing. We have two types of Memory. RAM (Random Access Memory), ROM (Read Only Memory)

Main Memory:

The memory of the computer has two compartments namely: Random Access Memory (RAM) and Read Only Memory (ROM). RAM is the primary working

memory of the computer. It is used for short term storage while the computer does its work. It is a read/write memory. RAM is distinguished from ROM which is Read Only Memory. The higher the RAM you have the more your computer can achieve at once. RAM is a volatile memory. It needs to be running to remember' what it is doing. In case of a system failure or power outage, you will lose all your unsaved works. You have to be saving your work frequently onto the hard disk (HDD). RAMs are measured between 32mb and 512mb but this may improve as time goes on.

The computer can read from the read only memory but cannot write on it. The information in it is permanently put there by computer manufacturers and specialist. It does not lose the content when power is off. An example of ROM is the basic input system (BIOS). BIOS are a non-volatile memory that contains configuration information about the PC. It contains all the code required for the CPU to communicate with the keyboard, mouse visual display unit, disk drive and communication devices. When a PC is powered on it uses the BIOS "boot code" and so many required instructions that bring the PC to a point where it is ready for use. The RAM is a non-volatile memory because it can retrain information even when the computer has been powered off. It stores programs, which run the PC as well as those inputted by you the operator; like your documents, audio/video and pictures etc. other storage devices include the Floppy Diskette, Hard Disk, CD-ROM, DVD-ROM and Flash Disk.

STORAGE DEVICES

It store information in the computer permanently, and it can be recalled any time it is needed.

We have two types, the internal storage device example includes **HARD DISK** and external storage device example includes **DISKETTE, FLASH DRIVE**.

How do Drives Differ?

Disks differ mainly in size or capacity. A floppy diskette for instance, can only store up to 1.44Mb while CD-R is 700Mb and DVD-R is between 4.7 and 8.5GB. the Hard Disk is your PC's main storage device as we said earlier on and it comes in gigabytes, thus, 4, 8, 10, 80, 120, and i60Gigabytes respectively. The CD and DVD access information through an optical laser which moves forth and back near the disk surface. It is important to note that the amount of space you need to store

your information is as vital as the amount of RAM it needs to run that program. All the Disk Drives, Memory (ROM and RAM), the power pack and the Motherboard are housed by the System Unit. The motherboard is the main circuit board in a PC. It contains all the circuits and components that run the PC. The motherboard comprises of the Micro processor, basic input output system, real time clock and the central processing unit which is often an Intel Pentium or Celeron. You will find the primary Connectors for Power, Keyboard, Mouse, Display, IDE - Integrated drive electronics for the hard disk, floppy disk drive connector, Memory connectors for Memory cards, Expansion slot for additional interface cards.

Power Supply:

At the back corner of the PC case, next to the motherboard, sits the power pack. The converts the standard house power, that is, 240v into DC voltages that are used by other components in the PC, such as the motherboard, disk drives etc.

HARDWARE:

Computer hardware is the mechanical and physical part of the computer contrasted with information and programs called software. This includes the system unit called CPU, Monitor, Keyboard and Mouse.

Hardware as part of the computer system has been divided into input and Output Devices. The monitor, Keyboard and mouse are the main input devices through which data are sent into the computer. Pictures and other relevant documents are sent into the computer via scanner. Hence, it is also an input device of Computer System.

On the other hand, the Monitor, Printer, Plotter and speakers/ Headphones are components of the output Devices. Digital cam-corders could be regarded as output device too.

SOFTWARES

Software can be defined as a set of computer programs; instruction that cause the hardware – the machines- to do work. Software as a whole can be divided into a

number of categories based on the types of work done by programs. The two primary software categories are Systems software and Application software. System Software: are usually written by computer manufacturer and are directly responsible for ensuring optimal utilization of resources such as processor, memories, peripheral etc. Their function is to make it easier to use application programs and hardware resources. Eg Operating systems, Utility and Service programs.

Application Software: These are programs designed for specific computer application. They are produced by computer manufacturers or supplied by software firms. Examples are given below.

Software is synonymous to program. Computer software IS set of instructions, written in programming language that a computer can execute, to perform your tasks in specific way. They are divided into System Software and -Application Software. System software is the operating system without *which* the computer cannot work. It is the master control program for the computer. Your computer needs it to operate. The hardware becomes a house deco without it. Some of the activities of the OS include loading programs, disk and device management, to mention but a few.

The DOS-Disk Operating System and WINDOWS are examples of the operating system. DOS makes most. use of the key board as its primary input device while WINDOWS uses the keyboard and mostly the mouse.

DOS-

It is a text-based operating system, meaning that all commands are typed excepting in editing window. DOS is more tedious to use than the Graphic User Interface. CGUI) that WINDOWS provides. It does, however, offer the user more direct access to the inner workings of the PC, *which* newer releases of Windows seem to be progressively hiding from the user. Hence, many computer technicians prefer DOS while doing maintenance.

A DOS session can be opened while running windows. Just click start-7 All Programs -7 Accessories -7 DOS or Command prompt. Once in a while, you may need to open a DOS session in order to change or check a PC parameter that cannot be changed from windows.

WINDOWS-

It is a user friendlier operating system, as you would not have to be an expert. memorizing commands before you can use it. It employs graphic user interface (GUI) which enables you to see commands in menus and prompts you with boxes to guide you when necessary.

Windows is multi-tasking. This means that your computer can execute more than one program at a time. You will have more than one window open at a time. For example, you are able to write using your word processing program while your spreadsheet program prints a report. You can also "pause" an application and open another one and can have several applications open at the same time, depending on the memory capacity of the system.

You can run heavy graphic applications with WINDOWS and a whole lot of other powerful software which are not possible with DOS.

THE CENTRAL PROCESSING UNIT

(CPU) - As the name implies, the CPU is the center of all computer operation. It comprises of the following: (a) Microsoft Processor, which does all the processing for the computer. Inside *this* tiny chip are millions of transistors (electrical switches) that are connected so they can carry out mathematical calculation. And the calculations are in binary codes of ones and zeros - that is 1 and 0 representing "on" and "off" of the transistor switches, respectively. The central processing unit's speed is measured in megahertz (MHz) or gigahertz (GHz) as the case may be. One megahertz simply means million program cycles per second. The higher the processor speed, the faster it analyses and executes information.

PROCESSOR

The Processor or Central Processing Unit is the "heart" of the computer. It has the capability to carry out logical and arithmetic instructions, interprets and executes program instructions, and communicates with the other components of the computer system.

WORKING WITH WINDOWS

At the end of this Chapter, we should be able to:

1. Learn how to work with mouse
2. Understand the desktop environment

Left Click Right Click

Mouse: It is an integral part of the computer, which is used to position the cursor, navigate through documents, and enter commands and more. It has left and right button as well as scroll button at the middle.

Using the Mouse: As defined in the previous chapter, Mouse and Keyboard are example of input device. The mouse especially requires some skills in using it.

Some of its functions include:

Clicking: It simply means placing or pointing the cursor on an item such as text word paragraph, file etc. and then pressing the left button and releasing it.

Right Clicking: This is using the third finger to press the right button once, and list of events that can be done comes out and then select it by clicking.

Double Clicking: This is the pressing of the left button at a very fast speed. It is used to open folders etc.

Dragging: It is a way of selecting an item and moving it away from its original position. It is done by holding the mouse down and holding the left button of the mouse.

Highlighting: It is also done the same way as dragging is done but it is used for text. It is used to select text that wants to be edited.

DESKTOP: This is the background that is seen immediately after the computer finishes booting.

Start Task bar Background

Menu bar Toolbar Scrollbar

Bars on the Desktop

Windows desktop provides bars on the desktop to represent a collective group of features. Some examples are:

- **The Title bar** – It displays the name of the window.
- **The Task Bar** – This is found at the bottom of the desktop. It contains the start button, the Quick launch toolbar and the task bar tray (Which contains the clock and other icons.)
- **The Status Bar** – This is found at the bottom of the window. It provides

information about the current state of what is being viewed on the window and any other contextual information.

- **The Toolbars** – It provides a quick way to access task. Most toolbar correspond to a menu command.
- **The Scroll bar** – If a window is not enough to display all the information, a scroll bar appears at the side (either vertically or horizontally) of the window. It can either be dragged or clicked.
- **The Menu bar** – It is below the title bar, it displays important menu like File, Edit, Insert, View, Help etc.

Program Icons:

They are pictures that represent programs in a computer, they are mostly used in Windows application. They beautify the computer serves as shortcuts in launching an application.

Starting a Program:

Click Start button or press the Window key from the keyboard

Scroll or Click the “All Programs” then locate the program you want. Note if arrow button shows, it means that it contains more program inside it.

How to create a program shortcut on the desktop

- i. Click start button
- ii. Scroll over the All Programs button and select the Application
- iii. R Click and select send To Desktop.

APPLICATION package: this usually refers to already made standard programs, which you can buy from software vendors, install and achieve what you want to achieve. This is like buying a ready made shirt from the boutique.

Application Program: this usually refers to those programs which are written specifically to meet a special need by software writers in a particular point in time. It is like buying clothe and asking your tailor to sow a particular design to meet your desire.

Utility Program: Utility program is an after market application that does housekeeping operations assist you in maintaining and improving your computer's performance, e.g. Scandisk and disk defragmenter.

INTERGRATED PACKAGE:

Microsoft Office: This is a group of programs that offer a complement of applications that is used for most office duties. Microsoft Office has become a standard for creation and sharing documents for a large percentage of both business and personal PC users. This comprises of: - **WORD** - is a powerful word processor that contains templates that allow you to quickly create numerous document types such as letters, faxes and inserts table or charts. **It** supports a wide variety of fonts, font sizes, and text foreground and background colours. You can be printed.

EXCEL is a spreadsheet program for creating and manipulation numerical data. **It** contains functions that allow powerful calculations for general accounting and engineering type problems. Charts and graphs can be generated to better show relationships between variables.

POWER-POINT enables you to create powerful slide show presentations. Colour, animation and number of effects can be used to enhance your slide show. Seminar presenters find power point a very useful tool.

ACCESS is a database program that can be used to keep track of large amount of records of related data that can be output in any manner you need. The beauty is that you can have access to any data record as quickly as you need it.

Opening a Document

There are several ways to open documents in windows, these are:

Opening a Document From Within a Program

- i. On the file menu, click open
- ii. To open a document in a different folder, click the arrow next to the look-in box, and then click the disk that contains the folder.
- iii. Click the folder that contains the document to be opened, and then click open.

One may have to scroll to see more folders.

- iv. Click the document to be opened and then open.

Opening a Document Using the Document Menu

- i. Click the start button, and then point to document
- ii. Click the name of the document to be opened
- iii. The document opens, and a button for the document appears on the task bar

Opening a Document Using find command

- i. Click the start button and then on the start menu point to find or search
- ii. Double click its icon to open and then follow the proceedings

RESIZING A WINDOW

One can reduce (minimize) or enlarge (maximize) programs and document windows to make a work easier .a window could be minimized to temporarily move it out of the way, but keep it active for later use. Even so, a window could be maximized to see more of its contents on screen.

USING MENU

A menu is a group of related commands that tells window what to do. Many commands are organized in logical groups. For example, all the commands relating to starting a work in windows are on the start menu

CHOOSING MENU COMMANDS

A. Using mouse ⌘:

- i. click on the menu title in the menu bar
- ii. click a particular command of choice

B. Using Keyboard ⌘:

- i. Press Alt to activate the menu bar of the active window
- ii. Use the arrow keys to highlight the menu title that is needed and then press the Enter button

OR

Press the key that corresponds to the underlined letter of the menu, for example press E

ARRANGING WINDOWS ON THE DESKTOP

- i. Open multiple windows on the desktop, then point to a blank area on the taskbar and then Right click to reveal the shortcut menu.
- ii. From the shortcut menu, choose cascade to display the window in an orderly manner
- iii. To display all open windows in equal sizes, R click the taskbar and choose Tile horizontal or Tile Vertically

CLOSING A WINDOW

- i. A window is closed by clicking the close (X) button at the upper right corner of the windows title bar.
- ii. Another way is by R Clicking on the window in the taskbar, then select close.
- iii. Another way us by pressing Alt F4 from the keyboard.

PROCEDURE IN STORING DOCUMENTS INTO EXTERNAL STORAGE DEVICE

Eg. Flash drive.

- i. Insert the flash into its appropriate location
- ii. Open the document to be transfer
- iii. Click File or File icon on tab menu
- iv. Select Save As
- v. Browse to the location of the flash
- vi. Click Save.

SHUTTING DOWN THE COMPUTER

If the power to a computer is turned off before it is properly shut down, it could lead to loss of valuable data or damage to an open file. These are the proper steps needs to be taken.

- i. Before shutting down, close all the open programs.
- ii. Open the start menu and click Shut down, or follow a pointed arrow and click Shut down depending on the type of operating system being used.

WORKING WITH FILES AND FOLDERS

What is a File?

Files are defined as the collection of information with unique names. They are unique and cannot contain another file.

What is a Folder?

A folder is a computer purse that is used to store data.

Creating Folders

A common reason for creating folder is to store documents created so that document files will not be scattered among window program files.

WITH WINDOW EXPLORER®

- i. Open the start menu and choose programs, then Windows explorer.
- ii. Highlight the location for the new folder
- iii. Select File New Folder. A folder icon named new folder appears at the bottom of the file list.
- iv. Rename the folder
- v. Press Enter

WITH MY COMPUTER

- i. In My computer, open the icon or the folder in which the folder is to be created
- ii. Select File, New. Windows create a new folder icon.
- iii. Type the name of the file and press Enter.

FROM DESKTOP

- i. Right click anywhere on the Desktop
- ii. Select New, Folder.

Deleting Folders

- i. Click on the folder to be deleted
- ii. Press Delete key on the keyboard
- iii. Click Yes on the dialog box that opens.

OR

- i. Right Click on the folder
- ii. Select Delete
- iii. Click Yes on the dialog box.

USING THE RECYCLE BIN

When Files or folders are deleted from the computer they are dropped into the Recycle bin for which can still be restored if the need arises. But once the Recycle bin itself has been emptied, the file or the folder cannot be used again.

To Restore File or Folder

- i. Double click on the Recycle bin icon on the Desktop
- ii. Right click the file or the folder
- iii. Select Restore.

EMPTYING/PURGING THE RECYCLE BIN

- i. Right click on the Icon
- ii. Select Emptying Recycle bin.

INSTALLING / UN- INSTALLING A PROGRAM

Installation means adding a particular program which is not on your computer before. To install a program, these are the steps needed to be taken.(A times some program auto run by themselves.)

1. Insert the CD, Diskette, Flash etc that contains the program into its appropriate location
2. Double click the My computer Icon
3. Select and double click on the icon that represents the storage device eg CD ROM
4. The application starts installation or browse further till you locate the program
5. Follow the Dialog boxes that appear as the installation progresses.

Un Installation means removing a particular program from the computer.

THESE ARE THE STEPS INVOLVED IN THE PROCESS:

1. Click on Start button
2. Click on the Control Panel tab on the menu pop up
3. Locate Program and Features button, then double click
4. All programs that are available on your system appears then double click on the program or Right click
5. Select uninstall.

CREATING USERNAME AND PASSWORD

- i. Click on Start button
- ii. Click on the Control Panel tab on the menu pop up
- iii. Locate User account button, then double click
- iv. Click on the task you want.

CATEGORY APPLICATION USES

Word processing Ms Word Creation, editing, formatting and printing text.

Spreadsheet Ms Excel Performing mathematical and statistical calculation.

Publishing PageMaker Creating and design of graphics.

Drawing and design Corel draw, AutoCAD Design of image and structures.

COMPUTER DISEASES; they include the virus, worms, Trojans.

Computer virus is a program written to alter the way computer operates without the permission or the knowledge of its owner. E.g.

COMPUTER BUGS AND VIRUSES

ANTIVIRUS: These are programs also written to detect, remove and prevent computer viruses. Example includes Norton, McAfee Kerspeskev etc.

Computer Bugs: Errors emanating from wrong programming, accidental or oversight, which makes the software to perform poorly are called **bugs**.

They are not intentionally made and could be corrected. The process of correcting such error is called **debugging**. The millennium (Y2K) bug was a popular bug worldwide. It resulted from computer manufacturers making BIOS that allowed only two digits date formats for years (e.g. 00 to 99). At the entrance into year 2000, which needed four digits, people had problems with their computers, such as, operational problems and loss of data. Y2K bug was an oversight from early computer manufacturers.

Often when programs are newly created, they are tested for some time in order to do all the debugging, before they are introduced into the market.

Computer Virus: Illegal program intended at causing problems in peoples' computers written by software experts is known as virus. These programmers usually write them and secretly introduce them into the society via pirate copies of good software. Unsuspecting users of this software may not detect the virus until after a stipulated time. Because, it might be programmed to be inactive until a certain date or condition is met. Once activated, it goes on to do what it was programmed to do. In some cases, viruses can be almost harmless as joke, like sudden appearance of an announcement of tiny looking figure on the screen. The effect of other cases might really be destructive.

Devices from other to avoid getting infected.

Virus Symptoms: you should start suspecting the presence of virus is:

- ✓ There are changes in program size, date or time stamp.
- ✓ Programs take longer time to load.
- ✓ Programs fail to execute.

- ✓ There are unusual screen activities, such as cabbage appearing on screen.

The virus keeps spreading as infected floppy diskettes, CDs, DVDs and Flash drives pass from computer to another.

Scan for virus prior to opening storage

- ✓ Error messages appear frequently.
- ✓ There is unusual disk activities like a access light turning on for non references devices and.
- ✓ The floppy or hard disk frequently back up.

An anti-virus program enables you to detect virus even before they enter your computer and removes virus from your system.

PROTECTION AGAINST VIRUS INFECTION

There is need for precautionary motive in the handling of computer viruses, these are some of the motives to be taken.

Know what files are stored on the hard drive

Do not allow un trusted storage device to be used on your computer

Monitor the general and overall usage of your computer

Keep your antivirus updated always

Do not visit un trusted website

Graphic email attached should not be open.

WORD PROCESSING

Objectives:

Understanding word processing]

To make the reader acquainted with Ms-word]

To make the user skilful using ms word]

Word processing simply means using a computer to enter, edit, format, and print text.

Basic features of word processing:

Easy correction :in situation where there is error ,it is possible and easy to make corrections easily without retyping the whole document unlike in the case of type writers the whole document is retyped ‘

Easy revision: when it becomes necessary to revise a document, letter it's quite simple and if needs be you can interchange paragraphs and the revised document or letter can be printed without retyping.

Multiple copies of document: letters or documents typed can be available in multiples if the needs arise.

Spell check: this is used when words are not typed in correctly, but with the aid of an in-built vocabulary or list of words, it helps in making such corrections easily by suggesting a word the best fits for the in-correct word mis-spelled

Saving documents: documents are saved either in the hard disk of the computer or other storing devices such as flash drives disk plates, diskettes for feature use.

Several font styles :this include making your typed letter or document in styles eg italics ,bold ,or in preferred font size

Fixing pictures :some document needs pictures to be inserted in this case it is possible with the aid of word processor word processor to fix in the desired pictures

Margin setting :the word processor allows you to automatically set page margin of your document

Automatic page numbering

Headers and footers

WORD PROCESSOR

Word processor can be defined as any windows application program that helps us to perform our basic office task with great ease these include: typing filling storing, printing, scanning etc.

EXAMPLES OF WORD PROCESSORS INCLUDE:

Microsoft word (Ms-Word)|

Microsoft Excel|

Power Point|

Corel draw|

MICROSOFT WORD

Microsoft word is a word processor capable of providing options such as typing, editing, spell checking, formatting, setting, storing and Printing office documents where necessary.

Basic features of Microsoft word:

Microsoft word has all the basic components of a window i.e. title bar, menu bar ,scroll bars ,control menu box ,minimize , maximize and restore button .they function the same way as that of windows applications

The mouse or keyboard can be used to execute commands in Microsoft word in the same way as in other windows applications

Microsoft word allows you t open nine documents at the same time (enabled if your computer has enough memory available)

The Microsoft word displays a set of command icons below and top of the screen in what is called the power bar.

Microsoft word gives shortcut keys which are either single stroke key or series of key strokes.

STARTING MICROSOFT WORD:

When Microsoft Word is started, a new document window opens, ready to begin typing the document.

Start All Programs Microsoft Office Microsoft Word

OR

Double Click on Microsoft Word Icon.

WORKING WITH BASIC DOCUMENT OPERATION.

Some certain features are used most often when we work frequently on Microsoft word, they include:

1. Opening a Document
2. Saving a document
3. Closing a document
4. Renaming Word document
5. Printing Word document
6. Navigate through Word document.

Opening of MS Word document (Ctrl + O)

The open command is used to open an existing file, folder or document. Other ways to achieve this task include:

MENU BAR

a) Click the File tab or Icon from the Menu bar to display the Menu list

- b) Click the Open option to display the open dialog box.
- c) Select the location of the Word document
- d) Press the Open button to open the document.

Using the shortcut (Ctrl + O)

- a) By pressing the key on the keyboard, it shows the dialog box
- b) Select the document you want
- c) Click on open

SAVING MS WORD DOCUMENT

There are two ways in which we can save document in MS Word application they are the “Save As” and the “Save”

The “Save As” command

This is used when we just want to save a document into a particular location and also to name it the name we want.

- 1. Click on the File tab or File Icon, and click Save As
- 2. Select the format you want it to be saved
- 3. Type the name you want and click Save.

We can also use the command F12

The “Save” Command

This is used to save the document frequently as it is been typed. It is mostly used for the existing documents.

- 1. Click on File tab and click Save

We can also use the command (Ctrl + S)

CLOSING THE MS WORD DOCUMENT

The Close command is used to close a file or document after use.

- 1. Click File on the Menu bar to display a drop down list
- 2. Select Exit from the drop down list.

OR

Press Ctrl + W on the Keyboard, then the window is closed.

Page setting of MS Word Document

Click the Page Layout tab from the Menu bar

Select the type of Page format you want.

The major tools used in Page Layout Menu include:

Margins

The margins tab allows to set the margin of your document, the orientation of the paper to be used, preview setting and multiple pages option. Unless being a user is good to leave the settings at its default.

Paper Tab or Size

This tab gives us the option of selecting the size of the paper we want to use.

Click Page Layout tab

Select the size you want by clicking it.

PRINTING MS WORD DOCUMENT (CTRL + P)

1. To print a document, click on the File tab or Icon
2. Select Print option on the menu list
3. Select the printer to be used
4. Specify the range to which it should be printed (All or Current page).

NAVIGATING THROUGH MS WORD DOCUMENT

There are some shortcut keys and mouse movement that helps us to quickly and freely move around in MS Word document. Some of the keys include.

CURSOR MOVEMENT SHORTCUT KEYS

To move to the beginning of line HOME

To move to the end of the line END

To move to the top of the document Ctrl + Home

Go to End of the document Ctrl + End

To move a space forward Space bar

Select from cursor to the end of the line Shift + End

Select from cursor to the beginning of line Shift + Home

WORKING WITH TEXT

Prepared By **NAOB ULTIMATE COMPUTER CITY**

1. At the end of this topic we will be able to:
2. Manipulate text easily in MS Word package
3. Develop quality sense of document presentation.

INTRODUCTION

There are some commands, if requested affect the way text appears. A good understanding of these commands will go a long way to determine the way we achieve our tasks. Below are some of these commands and their corresponding functions.

1. Font face menu
2. Font size menu
3. Font colour tool
4. Font style tools
5. Text case
6. Alignment.

Font face menu

The Font face menu displays the list of available fonts that we can format our text with; it is located at the formatting tool bar.

On the Tool bar, select the type of the font you wish.

OR

Using Shortcut keys

1. Make MS Word Window active
2. Press Ctrl + Shift + F at once
3. Scroll to the new Font you like.

Font size menu

The font size menu allows us to format the font size of the whole document or paragraph by either specifying a new font size, which must be an integer number or by selecting a predefined font on the list.

1. Select the paragraph, words or letter that you want to change its size
2. Click the font size you want on the menu.

OR

Using the shortcut keys.

1. Make the MS Word window active

2. Press Ctrl + Shift + P at once.
3. Type the font value you wish.

The Font Colour Tool “A”

This allows to change the colour of our text, by giving option to choose from. It is usually located on the Draw toolbar

Changing Font colour of text.

Click the arrow of the tool in the draw toolbar to display the colour palette

Choose the new colour from the popup menu.

Font style Tools

There are some frequently user commands that change the font style of the text. They are the Bold, Italics, and Underline tools.

Bold Tool

1. Select the text you want to bold
2. Click on the Bold icon B in the formatting toolbar.

Italic Tool

1. Select the text you want to change to italic form
2. Click on the Italic icon I in the toolbar

Underline Tool

Select the text you want to Underline

Click on the Underline icon U in the toolbar

Font Effects

There are many effects that can be done to your text. Font effects make text to be more understanding and more presentable. Example of the effects include:

Strikethrough, Superscript, Subscript, Engrave, Hidden etc.

Press Ctrl + Shift + P at once and have the list.

Select the effect you want.

Text Alignment

They are mainly four, they are

Left Alignment (Ctrl + L). It aligns text to the left

Right Alignment (Ctrl + R) It aligns text to the right

Center Alignment (Ctrl + E) It centralizes the text

Justify (Ctrl + J) It aligns text to both left and right margin.

Left Center Right

The general procedure is that select the text and click on the alignment you want.

NUMBERING AND BULLETING.

Highlight the text you want to number or bullet

Click on the numbering icon or bulleting icon.

WORKING WITH GRAPHICS

Graphics can be imported into MS Word document, this is simply achieved by browsing to the location of the file. These are the steps to be taken:

1. Place the cursor to where the graphics is to be placed
2. Click on the Insert menu on the Menu bar
3. Scroll or click the picture tab
4. Browse to the picture you want
5. Click Ok

INSERTING PICTURE FROM SCANNER OR CAMERA USING THE INSERT MENU

1. Place the cursor to where the graphics is to be placed
2. Click on the Insert menu on the Menu bar
3. Scroll or click the picture tab
4. Select scanner and camera option from the menu list select the device you want to get the image from using the device name list
1. Select image from the device
2. Click ok

Adding Analytical aiding diagrams to Ms Word using insert menu

These are diagrams that have special meaning to the document, they save time of self construction.

1. Place your cursor to the position where you want to insert the chart
2. Click on insert menu
3. Select SmartArt tab
4. Select the diagram type and click OK

Inserting Header and Footer

Click on the insert menu

Select the Header or the Footer icon

Type the text you want.

COMPUTER COMMUNICATION:

Computer communication started as a result of the need for us to communicate with one another via the computer system. The most elementary use of computer in communication is in a situation where data and information prepared in a certain computer can be saved in a diskette, which in turn will be slotted into other computers to retrieve them. For instance, a field man working with notebook computer can save important information, which he can retrieve later and use in the desktop computer in his office. Hence, computer communication involves sharing of data or information among different computers.

NETWORKING v

Networking could be defined as connecting two or more computers together using special cables or devices which enable information to pass from one computer to another. In a trading organization, for instance, we will expect to have departments like accounts, stores, sales, etc. naturally, all these departments keep related document and will require sharing of information. Manually, this will involve carrying of documents and files from one place to the other, resulting in time wasting and errors. Using networked computers, we can have computers in each of the departments, with information passing from one computer to the other. In addition, networking enables sharing of software applications, and hardware devices, like printer, scanner, and digital cam-coders etc.

Advantages of Networking: "I

1. Ease of information sharing
11. Improved efficiency
111. Beefed up information security
- IV. Reduction in cost of hardware and software
- v. Reduction in cost of stationeries.

Types of networking'-

Server-based network- In a server based network, there is a central computer called the server which serves other connected computers called workstations with information, programs and hardware. You can manage the work station from the server. Peer to peer Network- In this case, no member of the network is the server and none is the workstation. They share information and hardware as equals.

Classes of Network: there are two major classes of network and they are LAN (Local Area Network) and WAN (Wide Area Network). LAN involves network connection of computers within the same location such as within the office complex, the same floor, the house, etc. WAN on the other hand involves connection of computers within different geographical areas, like connecting computer at Agbani Road with computer located at New Heaven or even over-seas. WAN is made possible with the use of, fiber optic cables, high frequency radio waves or through satellites, etc. Your PC is equipped with MODEM which is a communication hardware that allows your computer to send and receive information to/from other computers over a telephone line. This is necessary for you to connect to the internet, if you are using Dial-up connection.

MODES OF DATA PROCESSING

Your PC processes data in various modes such as:

Stand-alone mode- this refers to a situation where the computer is dedicated to a single user. This means that at any given time, only one job is being done from start to finish. The system user does not share the use of the machine with anyone else while his job is being done, but has full control over the computer.

Time-sharing mode- This is a processing mode where one computer can serve several users at the same can be operated in a number of ways. For instance, the computer may time-slice the users (i.e. each user is served for a brief time interval). This is so because it utilized its high speed of operated and takes advantage of the slowness of human operation. Each of the users will be working from his own terminal as though the computer serves him alone. The terminals are intelligent keyboards and monitors. Systems working in time-sharing modes are known as multi-users systems. The operating system for that is also called multi user as (e.g. UNIX, PC MaS)

On-line processing mode-this is a mode of data must be processed as soon as it is generated. In other words, it is used when data has to be processed immediately.

Online processing is made possible by networking. Networks run on network as (e.g. Windows NT, Novell Netware)

When you send e-mail message to someone you are doing that on-line, because the person receives it in his mailbox immediately. In a computerized airways service flight bookings can be made from agent, whose computer at the record room of an airways main office. This will ensure quicker flight booking, better customer relationship and that there is no double booking. Very busy airways will find this very beneficial.

THE INTERNET

The internet is a GLOBAL OR WORLDWIDE network of computers. The internet is also regarded as global information super highway since one can access information from any part of the world about anything in his computer if connected to the internet has bridged gaps between people of different nations, thereby turning the world into a global village.

In the few short years since 1995, the internet has had a tremendous impact on the way we communicate. Our work, play and commerce have all been affected. In fact, internet connection is no longer a frivolity but a necessity. Without it the products and services of a business are not readily to the buying public. Information about any subject exists on computers called servers in the internet.

IP (Internet Protocol) Address. Every host computer (i.e. computer providing information or service) on the internet has its own unique 32-bit IP address, which is in numerical form. With the address the computer is located. No two hosts can have the same IP address, just like no two postal mailboxes can have the same address. If they did, it would create big problems.

Domain Names

Instead of long numeric IP addresses, domain names are often used to identify and link to web site is www.mtnonline.com and its IP address is 10.199.212.2. entering either one in the address section of your browser would link you to that very web site.

Most personal home computers are not part of a LAN and do not have their own domain name server. Instead they connect to the internet through ISPs (Internet Service Provider) like Bordex Telecom or Rainbow net.

The World Wide Web, Servers and Browsers- The Internet is all the communications equipment, cabling and protocols that connect Computers together.

The World Wide Web can be considered the endpoints of the Internet. It is more like the presence you have in the internet, the way offices, and buildings are the presence you have in a city.

A website either serve or request web pages. A protocol called http (hyper text transport protocol) is used to send and receive pages across the internet.

Each computer on the internet runs one of two types of software. Computers with server software, serve web pages to computers called browsers that request web pages. Yahoo, which provides a popular e-mail service, uses a web server and when you browse their website the Internet Explorer that runs on your system is browser software. When you enter a web address in your browser and send it, the server at the website receives the request and responds by sending your browser the requested web page.

Internet Connections

You can connect to the Internet by subscribing with an Internet Service Provider (ISP) such as MTN. When you are hooked up, you are given an access code number and can link up after typing your user name password. As messages or information move through the internet, routers (special hardware devices) along the way use the IP address to determine how each message should be routed, so that it keeps moving to other routers that are on the path to the final destination. Routers receive and route millions of messages in milliseconds. The Internet can also effectively handle digitized voice messages that will have the phone line quality we are accustomed to. Once your browser has received the first (home) web page from a server, other web pages from the website are served to your browser as you click on links (addresses to other web pages) on the home page.

Internet Services <:»:

The following are some of the services you can get on the internet.

- Electronic mail (e-mail) -you can send mail to any part of the world through the computer. You can send mails to business partners, friends, relations etc.

this is faster and cheaper alternative to surface mail services. But you can not send parcels via e-mails. It is also automatic as the recipient gets the mail immediately you send.

- **Electronic Commerce-** A quick and easy commercial activities are made possible through e-commerce. A prospective buyer can visit the website of the seller to transact a business. It is made possible by online payments with credit cards or electronic banking, which involves instructing the bank to pay a seller for purchases of certain products on the internet. The buyer's account is debited while the seller's account is credited .
- **News Services-** With the internet, you can get current news on different subjects from every parts of the world. E.g. www.tbn.com will take you to Trinity Broadcasting Network where you can listen to Christian station .
- ❖ **Chatting-** The Internet can bring people from different parts of the world together to discuss on topics of interest. Chatting is often done by typing your discussions on the keyboard. There are various room; religion, politics, music, arts, etc. some people have made real friends that had very great impact in their life through chatting.
- ❖ **Information Browsing-The** Internet has helped a lot in researches as it still stands as the richest source of information today. You can get current information about just anything on the Internet by browsing various websites. Most of this information is free from sites like google.com. People from all walks of life have found the internet paramount in sourcing info.

I must warn at this point that you must be very careful when browsing the Internet. The Internet may also be *junk-yard* where all sorts of tube are dumped, since there is no monitoring body to check them. Porn, for instance, plies heavily on the net, yet it is the biggest mind polluter.

COMPUTER FUNDAMENTALS COMPUTER APPRECIATION FOR BEGINNERS

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STUDENTS OF

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